



Major Responsibilities of the ABC-UBI Building Coordinator 2011-2012

Building Coordinator Competencies

- **PBIS:** Understands and embraces the principles, practices, and procedures that form the basis of school-wide Positive Behavioral Interventions and Supports (PBIS).
 - Including the following:
 - 1). Clearly Defined Expectations School-wide,
 - 2). Teaching Expectations,
 - 3). Reinforcing Expectations, and
 - 4). Systematic Correction of Inappropriate Behavior
- **Effective Practices:** Fluent with both knowledge and application of empirically validated behavioral and academic supports and interventions
- **Data:** Ability to coordinate the systematic collection, display, analysis and communication of behavioral and academic data. Facilitating use of data for instructional decision making including basic understanding of assessments that are reliable and valid
- **Communication:** Respond in a timely manner to information and/or technical assistance requests, reporting deadline requirements. Collaboration with academic and behavior team members
- **Problem Solving:** Using problem solving method to make decisions based on a continuum of student needs (core, supplemental and intensive) and
- **Leadership:** Provide leadership along with the building administration to the ABC-UBI School Team, school staff and school community by ensuring that the school wide procedures are effectively implemented

Building Coordinator Role

1. Training(s)

- Team Specialization Training
 - a. School Team Training
 - b. Building Coordinator Training

- State Training/ABC-UBI Professional Development

ABC-UBI is a statewide initiative to support the implementation of response to intervention (RTI) for academic and social behavior. www.updc.org/abc



**ABC
UBI**

Improved Social Competence and Academic Achievement for ALL

- c. Fall Institute
- d. Spring Institute & Poster Prom
- ABC-UBI Building Coordinators Network
- e. Monthly or Quarterly Meetings (varies per district)

2. Logistics

- a. Facilitate School ABC-UBI Team
 - Use ABC-UBI Blueprint as a guide for implementation
 - Agenda for 2x Monthly Meetings
 - Develop (with team) school wide ABC-UBI handbook
 - Content Review with School Staff (quarterly)
 - Review of rules/procedures with students and staff (quarterly)
 - Delegate tasks
 - Reinforce team for successes and efforts
 - Facilitate completion of assessments and data checks with Coach (Team Self Assessment, SET, fidelity checks, etc)
- b. Model Program Share
 - Ensure completion of spring Poster Celebration
 - Ensure completion of yearbook submission at the end of the year
 - Site-visits (Hosting and/or Visiting)
- c. Data Collection Coordination
 - Manage collection of behavior and academic data (ongoing)
 - 1. Building Coordinator stipend is contingent on data entry
 - Facilitate plotting of data (at least monthly)
 - Ensure analysis of data (at least monthly)
 - Share data with school faculty (quarterly), District Coach (monthly), State Specialists (through coach), District Team (through coach)
- d. Trouble Shoot
 - Request assistance (additional training or review) from ABC District Coach and/or ABC-UBI State Implementation Team
 - Adjust implementation schedules based upon feedback from ABC-UBI Coach and State Implementation Team
- e. Budget
 - Manage with Administrator
 - Purchase materials needed in accordance with Action Plan and submit reimbursement form to district coach and state team.
 - Solicit with Administrator and community groups (i.e. PTA) funding from other sources (i.e. district, mini-grants, community)

3. Public Relations

- a. Represent ABC-UBI
 - Promote ABC-UBI practices in respective district
 - Disseminate information to school community (i.e. newsletter)
 - Maintain clear lines of communication with ABC-UBI Coach and ABC-UBI State Implementation Team
- b. Have FUN

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